

LIMITED VACANCY ANNOUNCEMENT

For use of this form, see Fort Knox Reg 690-5

VACANCY:

(Pay Plan, Series, and Grade)

NUMBER OF VACANCIES:

(Job Title)

TENURE:

(Permanent/Term/Temporary)

NTE DATE:

(Not to Exceed Date if Temporary or Term)

NOTE: Positions filled on a Term or Temporary basis may later be converted to permanent without further competition.

WORK SCHEDULE:

(Full-time/Part-time/Intermittent)

OPENING DATE:

CLOSING DATE:

SPECIAL REQUIREMENTS:

(List requirements for shift work, extensive TDY, security clearance, physical requirements (e.g., lifting weight, extensive standing, etc.), or other unique considerations)

LOCATION:

(Section, Branch, Division, or Organization)

AREA OF CONSIDERATION:

(Section, Branch, Division, or Organization)

MAJOR DUTIES/FUNCTIONS:

SELECTING SUPERVISOR:

(Name, Title)

POINT OF CONTACT:

(Name and phone number of person to contact for additional information)

WHERE TO APPLY:

(Electronic mail address and/or building number, room number, and name of person accepting hard-copy applications)